

THE OHIO COUNTY COMMISSION

1500 Chapline Street
215 City County Building
Wheeling, West Virginia
26003



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The Ohio County, WV Election Office is pleased to offer three internships to motivated individuals who are seeking an opportunity to learn about elections and their local government as well as grow real life professional skills that can benefit them when selecting their long-term career paths.

PURPOSE AND STRUCTURE

- **Goals and learning objectives** – Interns will learn and develop a variety of professional skills such as organization, time management, collaboration, problem solving, teamwork, critical thinking, adaptability and project management
 - **Knowledge** - Interns will gain a deep understanding of how county government works as well as a unique perspective on the inner workings of the election process
 - **Experience** – Interns will work with the Ohio County Election Coordinator as well as Ohio County Voter Registration on a multitude of election related tasks from simply sending out mailers to more intricate details such as ballot inspection
- **Intern's role and responsibilities** – Interns will be expected to work side by side with their mentor on many tasks but independently on some minor duties. Interns should submit their availability on a regular basis and are required to be on site when scheduled. Interns should be comfortable with clear communication as well as asking questions.
- **Supervision and mentorship** – Interns will be guided by the Ohio County Election Coordinator and the Ohio County Voter Registration Clerk for the duration of their internship. These mentors will provide feedback and support to each intern with daily goals, weekly meetings and an evaluation halfway through the internship to make sure we are meeting the intern's needs and redirect if necessary. There will also be an exit interview/evaluation to give both the intern and the mentor an opportunity to discuss areas that need improvement. Interns can list their internship as experience and/or request a recommendation letter for school or employment from their mentor
- **Timeline and duration** – Internships will start Tuesday, March 24th, 2026, and end Tuesday, May 26th, 2026. Interns will only be expected to work during either the Primary Election (in May) or the General Election (November-dates to be

determined). If an intern wishes to work during both elections in a year, that may be possible at the mentor's discretion. Interns should expect to work at least 10-15 hours a week with the understanding this will increase as we get closer to the election. Interns must be available for the entirety of Election Day. Election day is a long day starting at 5:00 am and not ending until after all results are in and reported to the Secretary of State.

- **Compensation** – This is a paid internship at \$15.00 per hour. Interns will be expected to sign in and out of work daily with a mentor's signature.

REQUIREMENTS

Candidates should consider their compatibility with the following requirements of this internship. Attention to detail is paramount when completing any election related task. Good communication, punctuality and a willingness to learn are vital to the success of this assignment. Interns should have reliable transportation as the position does at times require off-site work. The internship is open to anyone regardless of field of study as the skills you develop will transfer to any career. However, preference will be given to political science, education, law, public relations, sociology and business and management majors.

Any interested individual should submit the attached form to the Election Coordinator by mail, in person or email, by Tuesday, January 27th, 2026. You will be contacted for an interview.

Erin Allietta
Ohio County Election Coordinator
1500 Chapline St, Room 215
Wheeling, WV 26003
304-234-3628
eallietta@ohiocountywv.gov

Please fill out this form in its entirety to be considered for an internship with the Ohio County Elections Office.

Full Legal Name _____

Date of Birth _____

Phone _____

Email Address _____

College or University _____

Major/Field of Study _____

Explain why you're interested in this internship – use the back of this page if necessary.

Return this form to:
Erin Allietta
Ohio County Election Coordinator
1500 Chapline St, Room 215
Wheeling, WV 26003
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